Choice Training 2-2: Intent to Participate

## 1. Training 2-2 Intent to Participate

1.1 Training 2-2:

Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Intent to Participate, or ITP, form.

2-2.2 How to Navigate this Training Module
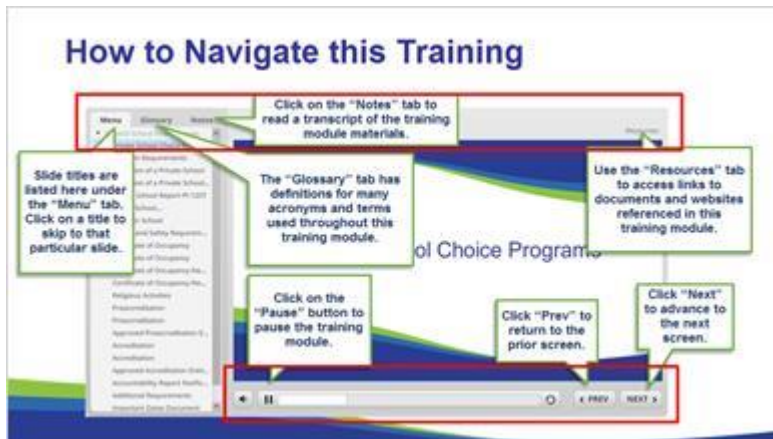
Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the "Menu" tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

Acronyms and terms that are used throughout this training are defined under the "Glossary" tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the "Glossary" tab to read the definition of that acronym or term.

The "Notes" tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the "Notes" tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the "Resources" link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the "Pause" button. Clicking the "Prev" button will allow you to return to the previous slide and clicking the "Next" button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

2-2.3 Intent to Participate (ITP)
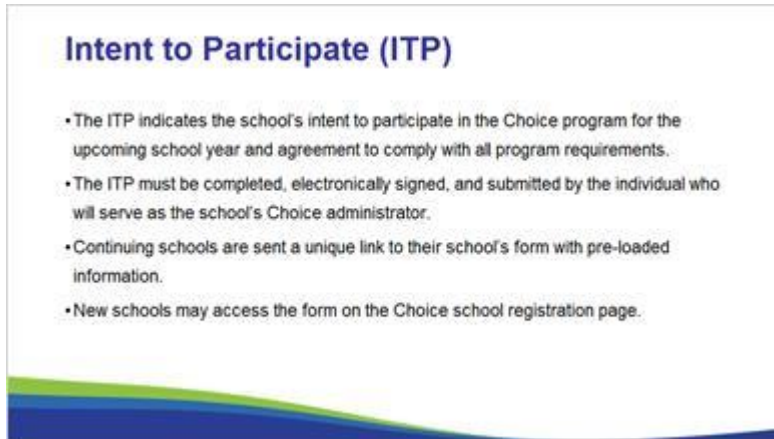
Notes:

The previous session provided an overview of the school registration process. In this training, we will discuss the completion of the ITP.

As a reminder, the ITP indicates the school's intent to participate in the Choice programs in the upcoming year. In the ITP, the school will be required to indicate it will comply with all program requirements.

The ITP must be completed electronically and submitted by the Choice administrator. The Choice administrator is the individual who is responsible for the Choice requirements.

If the school is a continuing participant in the Choice program, a unique link for the ITP will be sent to the current Choice administrator. The school should use this link to complete the ITP. If the school is unable to locate this link, contact the Choice team using the contact information at the end of this training.

If the school is a new participant in the Choice program, the school must complete the ITP using the link on the School Registration Information webpage. A link to this webpage can be found in the top right corner of the training screen. Continuing schools should not use this link since it does not have the school's prior year information included in it.

2-2.4 Navigating the ITP
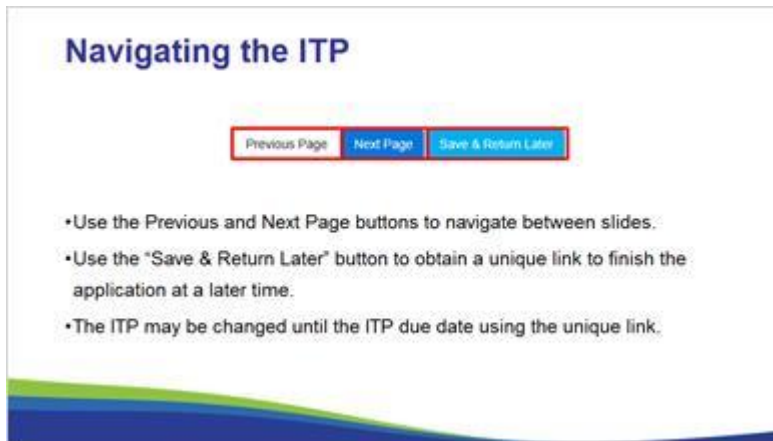
Notes:

The bottom of each screen in the ITP includes buttons for navigating through the ITP. All pages except the last page include the "Next Page" option. The "Previous Page" button will show beginning with the second page. If the Choice administrator tries to go to the next page without completing all of the required fields, he or she will receive an error message. The Choice administrator will then be required to complete the missing information before proceeding to the next page.

The "Save & Return Later" button can be used if the Choice administrator starts the ITP but is not able to finish it right away. If the Choice administrator clicks this button, the ITP will direct the administrator to a new webpage with a unique link for their survey. Continuing schools will receive the same link that was originally emailed to them for their ITP. New schools will receive a link that they can use to return to their ITP. The Choice administrator should not bookmark the webpage with the link because the webpage will be password protected if the Choice administrator tries to return to it. The Choice administrator should save the link separately so he or she can later access and complete the ITP.

If the Choice administrator determines he or she would like to make revisions to the ITP and it is before the due date of the ITP, he or she can log back into the ITP to make the changes using the school's link. The Choice administrator should then resubmit the ITP with the changes. If the Choice administrator is not able to locate the school's link, he or she should contact DPI using the contact information at the end of this presentation. The school should not start a new ITP unless instructed to do so by the DPI Choice team.

2-2.5 Cover Letter & Introduction

Notes:

The first page of the ITP will require the Choice administrator to indicate that he or she has read the cover letter regarding school registration that is applicable to the school. Use the links on the ITP to access this document.

2-2.6 School Information & Locations

Notes:

The next page of the ITP includes general school information, the school mailing address, and the school locations.

If it is the first year the school is participating in the Choice program, the Choice administrator will be required to fill in all of the information.

If the school is a current participant in the Choice program, the information will be prefilled and the ITP will indicate that the information should only be updated if there are changes. The Choice administrator must review the information and make any necessary changes. Schools should contact the DPI in advance of making any changes to the school name or federal identification number. These changes may affect the legal structure of the school and the Choice participation requirements.

In the next slides, we will go through these items in more detail.

2-2.7 School Information

Notes:

The first section on this page has the school name, phone number, fax number, and federal identification number. The federal identification number is the number issued by the IRS for tax purposes. If the school is new and does not yet have a federal identification number, the Choice administrator should insert TBD.

2-2.8 Mailing Address
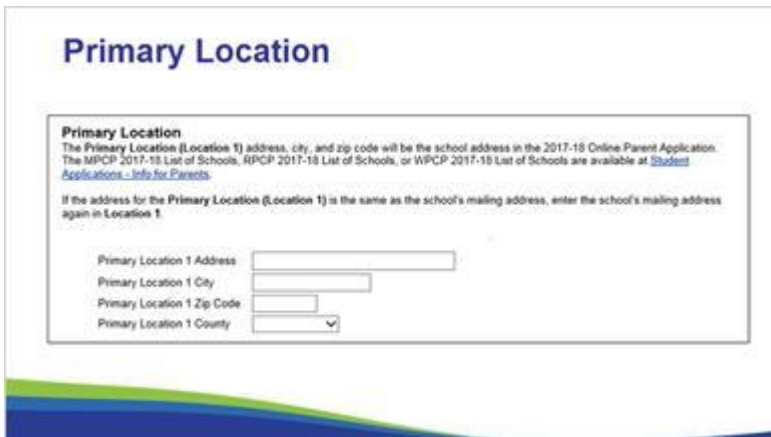
Notes:

The next section is the school mailing address. The Choice administrator must include the address where DPI should send general correspondence to the school.

2-2.9 Primary Location

Notes:

The primary location is then listed. Primary location 1 will be the location that parents

7

and guardians see in the online parent application for the school. It will be identified in the application submission confirmation screen as the place where the parent/guardian should bring the required supporting application documentation. If the primary location is the mailing address, the mailing address should be listed again in this section.

2-2.10 Other Locations

Notes:

Next, the school should enter the address, city, and zip code for any other locations of the school.

The Choice administrator will be asked if the school has more than three locations. If there are more than three locations, the Choice administrator will be required to identify the other locations in the additional fields that will be visible after the question is answered.

Schools participating in the Milwaukee Parental Choice Program, MPCP, or Racine Parental Choice Program, RPCP, must meet the certificate of occupancy requirements for all locations of the school. These requirements are covered in detail in the general school requirements training.

2-2.11 Choice Administrator Information

Notes:

The next page of the ITP requires that the school identify the Choice administrator. This information will be prefilled if the school is currently participating in the Choice program. If any changes are needed, the Choice administrator should update the information.

If the school is not currently participating in the Choice program, the Choice administrator must enter in his or her name and information.

This page also requires that the Choice administrator identify a personal mailing address. If a Choice administrator is determined to be a disqualified person, the disqualified person order will be sent to the personal mailing address on the ITP. Therefore, it is important that the Choice administrator identify an address other than the school address so that he or she may receive the order and have the ability to appeal the order, if applicable.

2-2.12 Choice Administrator Credentials

Notes:

At the bottom of the Choice administrator page, the Choice administrator must identify if he or she has at least a bachelor's degree from an accredited institution. If the Choice administrator does not meet this requirement, he or she cannot be the Choice administrator unless he or she has a DPI teacher or administrator license. If the Choice administrator does not have at least a bachelor's degree from an accredited institution but has an administrator or teacher license issued by the DPI, he or she should contact the Choice team using the contact information at the end of this presentation.

If the Choice administrator has the required degree, he or she must enter in the information for his or her degree.

2-2.13 Program Identification

Program Identification

General Information

2017-18 School Year

Select program(s) the school intends to participate in. *Check all that apply.*

- [ ] Milwaukee Parental Choice Program (MPCP)
- [ ] Racine Parental Choice Program (RPCP)
- [ ] Wisconsin Parental Choice Program (WPCP)

Notes:

The next screen in the ITP is the screen where the Choice administrator identifies which of the Choice programs the school would like to participate in. The school can choose to participate in one or more programs. The determination of which program a student is eligible for is based on where the student resides. Students who reside in the City of Milwaukee are eligible for the MPCP, students who reside in the Racine Unified School District are eligible for the RPCP, and students who reside in Wisconsin but not in the City of Milwaukee or the Racine Unified School District are eligible for the Wisconsin Parental Choice Program, WPCP.

2-2.14 Grades, Seats, & Application Periods

Notes:

For each program the Choice administrator selects, he or she must identify the grades that will be offered, the number of Choice seats available, and the open application periods the school will have for each program.

2-2.15 Grade Levels & Available Seats

Notes:

For each program the Choice administrator identifies, a new section will show where the administrator must identify which grades the school will have for that program. The school may choose to offer the same grades for each program or can identify different available grades for each program. Please note that Choice schools do not have to offer Choice seats for all grades the school has. The school may choose to offer Choice seats in only some of its grades. However, the school must accept students for any grades checked on the ITP.

Additionally, the school must identify the number of seats the school will have available for each program. The total number of seats available cannot exceed the building capacity for the school's buildings.

2-2.16 WPCP Seats Available

WPCP Seats Available

- Schools will be required to report to the DPI the number of WPCP seats available by grade in the Online Application System (OAS).
- Schools are not guaranteed the number of seats it indicates are available.
- Student participation in the WPCP is subject to the district limit specified in statute.
- During the random selection, the DPI will fill seats according to the number the school indicates are available at each grade level.

Notes:

In addition to completing the number of seats available on the ITP, WPCP schools will be required to identify how many seats the school has available for WPCP students for each grade. The WPCP schools will provide this information in the Online Application System, or OAS. Please note that schools are not guaranteed the number of seats identified. The number of seats is used to complete the random selection.

2-2.17 4-year-old Kindergarten Program

Notes:

If the Choice administrator indicates it will have 4-year-old kindergarten, or K4, he or she must identify if the school will have a K4 program with outreach or without outreach.

Pupils in K4 are generally counted as 0.5 full-time equivalent, or FTE. The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides K4 parental outreach for the parents of the K4 students. The school is required to identify if it plans on providing an additional 87.5 hours of K4 Parental Outreach activities on the ITP. A K4 Parental Outreach Bulletin is available on the Choice Bulletins webpage. A link to the webpage is available in the Resources in the top right corner of the training screen.

For schools participating in multiple programs, the Choice administrator will be required to separately answer which K4 program it will have for the MPCP, RPCP, and/or WPCP, if the school is offering K4 for that program. The school must offer K4 parental outreach for all programs or none of their programs, so the Choice administrator should choose the same response for each program.

2-2.18 5-year-old Kindergarten Program

Notes:

If the school provides a five year-old kindergarten, or K5, program for its Choice pupils, the Choice administrator must identify on the ITP which K5 program or programs the school will offer. Generally K5 pupils are counted in the 0.5 FTE category. The K5 program qualifies for the 0.5 FTE if the pupils are attending less than full time but at least 437 hours during the school year. Pupils in K5 who are attending 3 full days of instruction each week are counted as 0.6 FTE. Pupils in K5 who are attending 4 full days of instruction each week are counted as 0.8 FTE. If the school provides K5 instruction for five full-days a week, then the pupils are counted in the 1.0 FTE category.

For schools participating in multiple programs, the Choice administrator will be required to separately answer which K5 program or programs it will have for the MPCP, RPCP, and/or WPCP, if the school is offering K5 for that program. The school may choose to offer different K5 programs for the MPCP, RPCP, and WPCP. For example, a school may choose to participate in all of the Choice programs but only offer K5 for MPCP and RPCP. The school may then select the 1.0 full-time equivalent K5 program for MPCP and have the 0.5 full-time equivalent K5 program for the RPCP.

2-2.19 Open Application Periods

Notes:

Next, the Choice administrator must identify which of the open application periods the school will accept applications. This must be identified for each of the Choice programs the school indicates it will participate in. MPCP has open application periods from February through January. RPCP has available open application periods from February through September. WPCP only has one open application period available from February 1st to April 20th. Schools participating in the WPCP must select this open application period.

2-2.20 Open Application Periods Overview

Open Application Periods Overview

- These open application periods are the **only** dates a school can accept Choice student applications.
- Schools participating in the MPCP and RPCP have the OPTION of participating in all or some of the open application periods available.
- No amendments to the open application periods are allowed after the due date of the ITP.

Notes:

Students may apply to a Private School Choice Program only during a participating private school's open application periods.

Schools participating in the MPCP or RPCP may choose all or some of the open application periods. The school must select what open application periods it will accept applications in the ITP.

The school will not be able to amend the open application periods after the due date of the ITP.

2-2.21 Open Application Periods
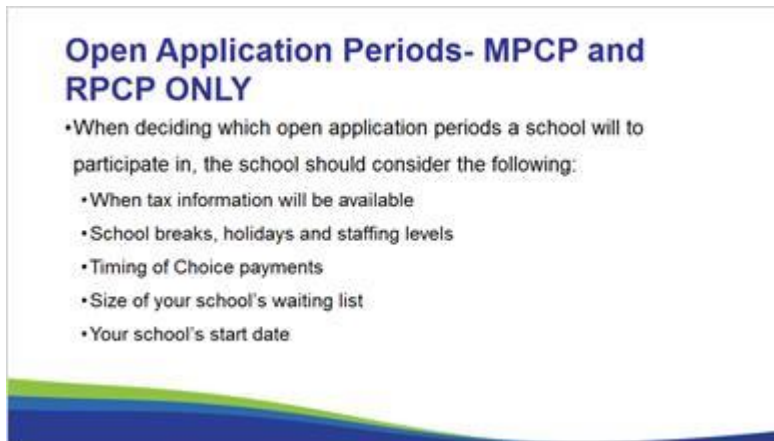
Notes:

When deciding which open application periods the school will accept applications, the Choice administrator should consider several things. One thing to consider is that the income eligibility determination, if the DPI method is used, is based on the prior year income. As a result, the school may want to consider not having the February open application period since many individuals have not filed their income tax return for the previous year by February.

Another consideration point is that the school will need to be available to accept application documentation and determine if the applications are eligible during any open application periods that are selected. Therefore, if no one is at the school during the summer, for example, the school should not select the open application periods during the summer.

The next consideration point is the timing of Choice payments. Applications received from February to September are eligible for a full year Choice payment. Applications accepted from October to January are only eligible for half of the annual Choice payment. Additionally, the school will not receive a September payment for any applications received in September. Instead, the school will receive half a year payment for the students in November.

The school will also want to think about how many Choice seats are available versus how many Choice applicants the school expects to have. If the school anticipates having more applications than seats available, it may want to consider having fewer open application

periods. Schools are required to accept applications during all of the open application periods identified on the ITP. If all of the available Choice seats are filled, the school is required to establish and maintain a waiting list.

Finally, the school might want to consider the date by which it would like to have students registered. For example, if the school accepts September applications, a student may first start attending the school the third week of September.

2-2.22 Open Application Periods

Open Application Periods MPCP Second Semester Applications
- MPCP schools may want to consider having open application periods during:
  - October 1st-20th
  - November 1st-20th
  - December 1st-January 8th
- Things to consider include:
  - Available seats for the second semester
  - Whether your school wants to take new students starting 2nd semester
  - Options for parents to reapply if the first application submitted is ineligible

Notes:

MPCP schools can also have open application periods for MPCP students from October 1st to October 20th, November 1st to November 20th, or December 1st to January 8th. If the last day for any of these open application periods falls on a weekend, the final day of the open application period is extended to the following Monday.

MPCP schools may want to consider having these open application periods to fill seats of Choice students who do not attend the school or withdraw from the school after the 3rd Friday in September.

The school should also consider if it would like to have students start at the school in the second semester. If the school accepts applications from December 1st to January 8th, the students must begin attending the school by the 2nd Friday in January to be eligible for a Choice payment. If the school is finishing first semester exams until the third week of

January, the school may not want to accept second semester students.

Another point to consider is that the first semester applications may be determined ineligible when the auditor completes the September Enrollment Audit, which is due by December 15th. This audit reviews the applications to ensure they are eligible. If applications are determined ineligible, selecting the open application period between December 1st - January 8th will allow for the school to accept a second semester application for any students identified as ineligible students in the September Enrollment Audit. If the student meets the count requirements for the second semester and has an eligible second semester application, the school would then still be able to receive Choice payments for the student for the second half of the year.

2-2.23 Agreement

Notes:

The Choice administrator is required to check the box on the agreement page indicating that he or she will comply with the Choice program requirements. If the school fails to comply with the Choice program requirements, the school may not be eligible to receive Choice payments or may be terminated from the Choice program.

By checking the box, the Choice administrator is also indicating that he or she has read the statutes and administrative rules governing the Choice programs. The WPCP and RPCP are governed by Wisconsin Statute 118.60 and Wisconsin Administrative Code PI 35. The MPCP is governed by Wisconsin Statute 119.23 and Wisconsin Administrative

Code PI 48. Links to the statutes and Wisconsin Administrative Code are available on the Choice Statutes and Rules webpage. A link to this webpage is available in the Resources in the top right corner of the training screen.

Another item the Choice administrator is agreeing to by checking the box, is that he or she understands who a disqualified person is and that if the school is barred or terminated from the Choice program, he or she may be a disqualified person.

2-2.24 Random Selection Agreement

Notes:

The next page of the ITP will be the random selection agreement page. If the school is participating in the MPCP or RPCP, the Choice administrator will be required to identify if the school will use the random selection agreement provided by the DPI included on the page or if the school will develop its own random selection agreement. As a reminder, if the school develops its own random selection agreement, it must provide it to DPI as soon as possible because it needs to be approved by the DPI by the due date of the ITP.

If the school only participates in the WPCP, the school must check the box indicating this.

2-2.25 Student Rights Letter and Acknowledgement

Notes:

The Choice administrator must check the box indicating they received and read the letter on student rights from the State Superintendent. The rights in the letter are related to discrimination, release of records, and other individual rights under federal and state law.

2-2.26 Auditor Fee and Form

Notes:

The Choice administrator must also check the box indicating that he or she has printed the auditor fee form and will send it with a cashier's check for the appropriate amount so that it is received by the DPI no later than the due date of the ITP. The screen print included here is an example of this screen from the 2017-18 school year ITP.

2-2.27 Other Requirements Reminders

Notes:

The ITP includes a reminder that the school must complete the required training, Hours of Instruction Report, and Intent to Offer Summer School, if applicable for the school. It also includes a reminder to use the school registration checklist to ensure all required items for registering for the Choice program have been completed. The ITP includes links to the required information.

2-2.28 Submit Your Form

Notes:

The Choice administrator must click the submit button to submit the school's Notice of Intent to Participate form to the DPI.

2-2.29 Email and Print a Copy for your Records

Notes:

An "Email the Report" link will show on the confirmation screen. The Choice

administrator should send an email with the ITP to him or herself and print a copy of the confirmation page for his or her records.

Questions

Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.